

## City of Milwaukee

**REQUEST FOR PROMOTION WITHOUT COMPETITIVE EXAMINATION (RULE IV, SEC 9)**

**INSTRUCTIONS:** Complete appropriate sections of this form. Retain one copy for your records. Send original and a copy to DER, Room 706, City Hall. Upon DER approval, the copy will be used as a personnel requisition and a Notice of Appointment will be sent to your Payroll section. Please attach additional sheets if necessary.

DEPT/DIVISION		DATE	
<b>PROMOTION REQUESTED FOR</b>			
LAST NAME		FIRST NAME	INITIAL
EMPLOYEE ID #	RACE		GENDER
PRESENT TITLE		PAY RANGE GRADE	
REQUESTED TITLE		PAY RANGE GRADE	EEO JOB GROUP
PREVIOUS INCUMBENT		F&P COMMISSION APPVL. DATE (EXCEPT MPS)	
WHY AND HOW WAS THIS EMPLOYEE SELECTED FOR PROMOTION?			
OTHER PERSONS IN DEPARTMENT ELIGIBLE FOR POSITION BASED ON LAST ANNOUNCED REQUIREMENTS			
TOTAL ELIGIBLE	NO. OF MINORITIES		NO. OF FEMALES
DIPLOMAS, DEGREES RECEIVED			
ADDITIONAL JOB-RELATED EDUCATION, TRAINING IN PAST FIVE YEARS			
WORK EXPERIENCE SUPPORTING REQUESTED PROMOTION			
IS THE PERSON BEING CONSIDERED FOR APPOINTMENT RELATED BY BLOOD OR MARRIAGE TO A DIRECT SUPERVISOR?			
<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN RELATIONSHIP			
REPORTING OFFICER	SIGNATURE		TITLE
APPROVING OFFICER	SIGNATURE		TITLE

